

# **FRIDAY NIGHT LIVE (FNL) DATA ENTRY INSTRUCTIONS for CalOMS Prevention (Pv)**



**REV. DECEMBER 2012**

**The California Friday Night Live Partnership  
and  
The California Department of Alcohol and Drug Programs**

**Please feel free to contact  
The California Friday Night Live Partnership (CFNLP)  
@ (559)733-6496  
or the CalOMS Pv Help Desk @ (916) 552-8933 with any questions.**

CalOMS Pv web-site addresses:

**Live/Production site**  
<https://kitservices1.kithost.net/Calomspv/>

**Demo/Training site**  
<http://train.kithost.net/caprevent2012/pLogin.aspx?from=System>  
(A fictitious 6-digit provider ID is needed to access the Demo/Training site.  
Contact the CalOMS Pv Help Desk to be assigned a number.)

**The complete CalOMS Pv User Manual is located in the Knowledge Base/Support Module in the Library in the CalOMS Pv system. This FNL guide is not all inclusive as it focuses only on how to report FNL data. Refer to the CalOMS Pv User Manual and the CalOMS Pv Reports Manual in the Library for complete instructions on how to use the CalOMS Pv system and generate reports from the CalOMS Pv data.**

Preparation:

- CalOMS Pv works best using Internet Explorer as the browser.
- Make sure pop-ups are enabled on the browser.
- Ensure the FNL? ☒ box is checked for staff doing FNL data entry. This is done in the Administration Module in the Staff/User area in the add/edit screen for each staff person.
- Have the *FNL Desk Reference for Data Entry* document available (two-sided document located in the CalOMS Pv Library and on the CFNLP website).
- Have the most recent FNL Chapter Project Guide (FNL Roadmap) available to assist with set-up and reporting in CalOMS Pv.

This guide will provide screen shots and a “Shorthand List” of instructions to the right of the screenshots. The Shorthand List is for those users that have more experience with CalOMS Pv data entry.

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## SETTING UP A FNL USER ACCOUNT

In order to access CalOMS Pv and the FNL specific data reporting areas staff must be set up as a CalOMS Pv user with FNL privileges. A user with “Admin” privileges will need to log into CalOMS Pv then go to **ADMINISTRATION**. Click on **STAFF/USER**.

**Administration**

Management tools.

**Staff/User**  
This module is used to add, view and edit staff information.

**County/Provider Profile**  
This module is used to view and edit county/provider information.

**County/Provider Permissions**  
This module is used to suspend data entry privileges and to enforce the tracking of staff hours and attendance for single and recurring services.

**Administrative Time**  
This module is used to track staff administrative time.

**Change Password**  
This module is used to change the password for the user currently logged in.

### Shorthand List

#### Setting up a User Account

1. Administration tab
2. Staff/User
3. Select staff or Add
4. FNL? ☒
5. Complete the form
6. Click SAVE
7. Repeat for each User
8. Log off
9. Log on

Click on “Select” next to the staff person’s name that will input FNL County Profile, FNL Chapter Profile and/or FNL related data or click “Add” to create a new user account.

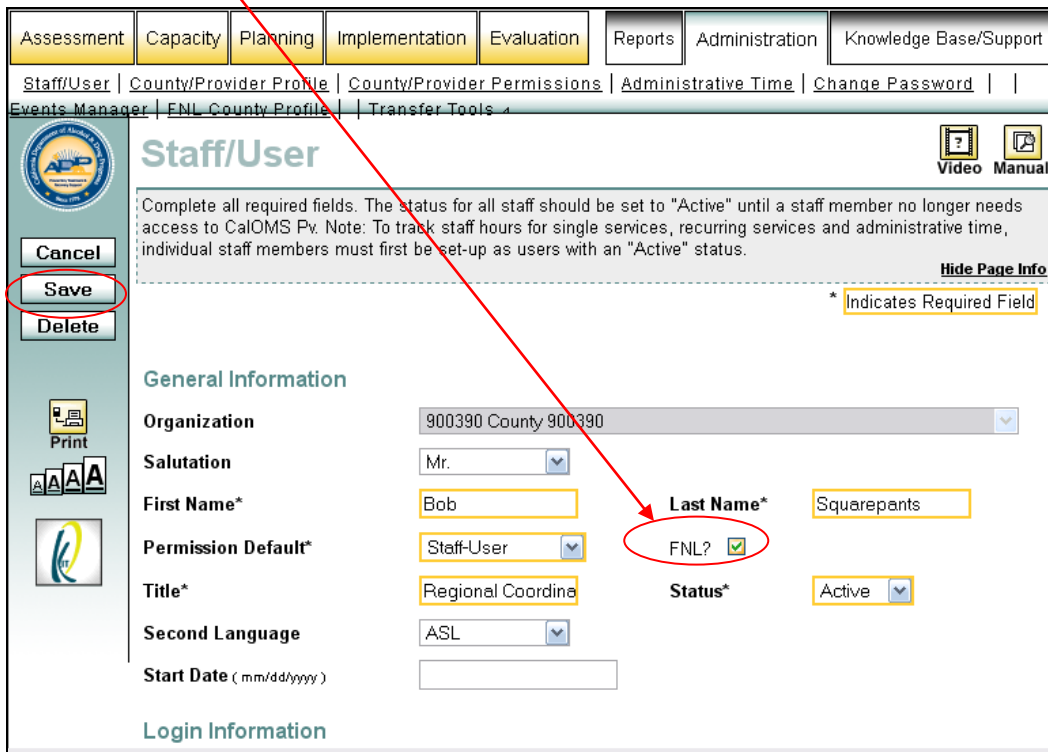
**Staff/User**

Advanced Search

Click on any column heading to sort

	First Name	Last Name	User ID	Default Permissions	Status	Provider ID
Select	Kami	Browning	kbrowning	Admin	Active	900390
Select	Adrienne	Buckle	ABuckle	Admin	Active	900390
Select	Laura	Colson	lcolson	Admin	Active	900390
Select	Mister	Crabbs	MCrabbs	Staff-User	Active	900390
Select	Denise	Galvez	dgalvez	Custom	Active	900390
Select	Jim	Kool	jkool	Staff-User	Active	900390
Select	Annie	Smith	asmith	Custom	Active	900390
Select	Bob	Squarepants	bsquarepants	Staff-User	Active	900390

To provide an existing user access to the FNL specific areas of CalOMS Pv click on the box next to **FNL?** and then click on “Save”.



Assessment Capacity Planning Implementation Evaluation Reports Administration Knowledge Base/Support

Staff/User County/Provider Profile County/Provider Permissions Administrative Time Change Password

Events Manager FNL County Profile Transfer Tools

**Staff/User** Video Manual

Complete all required fields. The status for all staff should be set to "Active" until a staff member no longer needs access to CalOMS Pv. Note: To track staff hours for single services, recurring services and administrative time, individual staff members must first be set-up as users with an "Active" status.

**Cancel Save Delete**

**Hide Page Info**

\* Indicates Required Field

**General Information**

Organization 900390 County 900390

Salutation Mr.

First Name\* Bob

Permission Default\* Staff-User

Title\* Regional Coordina

Second Language ASL

Start Date ( mm/dd/yyyy )

Last Name\* Squarepants

FNL? ☒

Status\* Active

**Login Information**

When creating a new user account complete all of the required fields, check the **FNL?** box and click on “SAVE”. Only check the FNL? box for those staff that need access to the FNL specific areas of CalOMS Pv. The required fields have a dark yellow border and must be completed to successfully save the data input into screens. Fields with a black border are optional.

A user account must be created for each person that needs access to CalOMS Pv to do data entry and run reports.

## FNL COUNTY PROFILE

The FNL County Profile must be completed at the beginning of each new fiscal year (MIGS requirement). Log in to CalOMS Pv and go to the **Administration** tab. Select **FNL County Profile**.

The screenshot shows the 'Administration' tab selected in the top navigation bar. Below it, the 'FNL County Profile' link is circled in red. To the right, a pink box contains a list of steps: 1. Administration tab, 2. FNL County Profile, 3. Select staff, 4. County Coordinator, 5. Complete the form, 6. List other FNL staff, 7. SAVE.

Click **EDIT** and go to **COUNTY COORDINATOR**. Open the drop-down menu and scroll down to find the name of the staff person in this position. If the appropriate staff name does not appear in the drop-down menu, go back to the Staff/User screen, create a new user account and then return to the FNL County Profile screen and select the user from the drop-down menu. The same applies for the FNL, CL, FNLK and/or FNLM Coordinator(s).

The screenshot shows the 'FNL County Profile' screen. The 'Edit' button is circled in red. Below it, the 'County Coordinator\*' field is circled in red. The table below lists the county coordinators and their contact information.

County	County Office	County Coordinator*	FNL Coordinator	CL Coordinator	FNL Kids Coordinator	FNL Mentoring Coordinator
COUNTY 900390	County 900390	Smith, Annie	Squarepants, Bob	Crabbs, Mister	Kool, Jim	Ward, Squid
		Email: asmith@county	Email: bsquarepants@county	Email: acrabbs@bering.sea	Email: kooler@aol.net	Email: Squidward@ocean.com

Some information will pre-populate from the Staff/User screen.

<b>City</b>	Training Admin City	<b>State</b>	CA	<b>Zip</b>	90892
<b>Telephone Number(s)*</b>	#1: ( 555 ) 555 - 5555 #2: ( 555 ) 555 - 5566 #3: (   )   -				
<b>Fax Number</b>	( 555 ) 555 - 5544				
<b>Web Address</b>					
<b>Organization and Staff Information</b>					
<b>Type of Organization*</b>	<input checked="" type="radio"/> County AOD <input type="radio"/> Office of Education <input type="radio"/> County Behavioral Health <input type="radio"/> Non-Profit <input type="radio"/> County Mental Health <input type="radio"/> Other <input type="radio"/> County Public Health				

**Key paid FNL program staff\***

**Employee Name:** Please Select ▼

☒ Crabbs, Mister FTE Amount: 1

☒ Smith, Annie FTE Amount: .5

**What languages, in addition to or other than English, are spoken by FNL program staff in your county?**

☒ Spanish   ☐ Chinese   ☒ Hmong  
☐ Vietnamese   ☐ Other

**Can you accommodate the language needs of the young people and their families in your county?\***

☒ Yes   ☐ No

**Primary Funding Sources\***

Source: SAPT   Amount: \$ 250000

Under **Key Paid FNL Program Staff**, select the staff name(s) from the drop-down menu then enter the **FTE** (Full Time Equivalent) **Amount** – decimals will be accepted to the nearest 1/10<sup>th</sup>. Assistance with the budget portion should be directed to the County Prevention Coordinator or the County AOD Administrator.

**Does your county have a FNL program website?\***

☒ Yes   ☐ No

**URL**  
mycountyfnl@mycounty.gov

**Key Partners** ?

☒ Citizens Against Alcohol and Drugs

**Chapter Information**

**How many active chapters do you have in your county?**

	FNL Kids	Club Live	FNL	FNL Mentoring
<b>School - based</b> ?	10	15	15	4
<b>Community - based</b> ?	0	0	2	0

Click **SAVE** after all of the required fields are completed.

## SETTING UP FNL PROGRAMS/CHAPTERS

Each chapter **MUST** be set up as an individual **PROGRAM** with a FNL Chapter Profile in order for the system to track the number of chapters and categorize the data into the FNL specific reports. Youth Councils are considered chapters

To create a **PROGRAM** click on the **IMPLEMENTATION** tab, then on **PROGRAM MANAGEMENT**.

Assessment Capacity Planning **Implementation** Evaluation Reports Administration Knowledge Base/Support

Program Management | Report Single Services | Recurring Services Management | Search Services | Service Review

### Implementation

**Program Management**

This module is used to identify programs, create groups and register individual participants.

Report Single Services/Activities

This module is used to report one-time services or activities.

**Recurring Services/Activities Management**

This module is used to report and manage recurring services or activities. Recurring services/activities must be identified (Identify Recurring Services/Activities) before any service may be reported (Report Recurring Service/Activity).

### Setting Up FNL Programs/ Chapters

1. Implementation tab
2. Program Management
3. Identify Programs
4. Add
5. Complete the form
6. Program Type + Site name + Roadmap for RM Chapters
7. SAVE

Click on **IDENTIFY PROGRAMS**. A list of existing Programs will appear. Click on “Select” to edit the Program name, description, funding or Chapter Profile. Click on **ADD** to create a new Program.

Assessment Capacity Planning Implementation **Evaluation** Reports Administration Knowledge Base/Support

Program Management | Report Single Services | Recurring Services Management | Search Services | Service Review

### Identify Programs

**Add**

Excel Word

Print

AAA

**Advanced Search** Click on any column heading to sort

	Name	Status	Type	Funding Updated
<a href="#">Select</a>	CL Carpinteria Middle School	Active	Innovative	Yes
<a href="#">Select</a>	CL Community Center	Active	Innovative	Yes
<a href="#">Select</a>	FNL Best County Youth Council	Active	Innovative	Yes
<a href="#">Select</a>	FNL Countywide	Active	Innovative	Yes
<a href="#">Select</a>	FNL East Bakersfield High School	Active	Innovative	Yes
<a href="#">Select</a>	FNL Exeter Roadmap	Active	Innovative	Yes
<a href="#">Select</a>	FNL Foothill HS KHSD	Active	Innovative	Yes
<a href="#">Select</a>	FNLK Lincoln Elementary	Active	Innovative	Yes



Choose **Local Innovative/Other** when creating all FNL/CL/FNLK Programs.

Assessment Capacity Planning Implementation Evaluation Reports Administration Knowledge Base/Support

Program Management | Report Single Services | Recurring Services Management | Search Services | Service Review

**Identify Program**

Cancel Save

Is the program Evidence-Based or **Local Innovative/Other?**

Please Select

Not sure if your program is Evidence-Based? [Click here](#) for SAMHSA's National Registry of Evidence-Based Programs and Practices.

\* Indicates Required Field

**Program Name:** Use the acronym FNL/CL/FNLK that corresponds with the program type + school or site name. Example: FNL Foothill HS. Roadmap Chapters - include Roadmap in the Program name. Example: FNL Exeter Roadmap. School district initials can be added for schools with the same name.

**Description:** Provide a brief description of the chapter. Roadmap Chapters – include in the description that the chapter is utilizing the Roadmap.

**Funding Sources:** Identify the source(s) of funding for this chapter. All chapters should reflect some SAPT funding. Questions regarding funding should be directed to the County Prevention Coordinator, County Administrator or Fiscal/Budget Office.

**Status:** Active. Only change to Inactive if the Chapter is no longer functioning.

**Number of sessions:** Not required.

**Total Hours:** Not required.

**Notes:** Not required.

Check the box marked **FNL/CL/FNLK/FNLM?** This will open up the Chapter Profile area which must be completed for each FNL related chapter.

Cancel Save Delete

Is the program Evidence-Based or Local Innovative/Other?

Innovative/Other

Not sure if your program is Evidence-Based? [Click here](#) for SAMHSA's National Registry of Evidence-Based Programs and Practices.

\* Indicates Required Field

**Local Innovative/Other**

Program Name\* (250 characters max) FNL Exeter Roadmap

Description\* (4000 characters max) Chapter using FNL Roadmap Chapter Guide, service to science to move Chapters from Capacity Building through Evaluation.

3681 characters left.

Status\* Active

**FNL/CL/FNLK/FNLM?** ☒

Funding Sources\* ?

☐ SAPT

☐ Other - Federal

☒ Other - State % of total program funding: 100

Specify Other - State: OPG

## FNL/CL/FNLK/ Chapter Profile

Click on the type of **PROGRAM** - Friday Night Live, Club Live or Friday Night Live Kids.

The screenshot shows the 'Chapter Profile' form. Red circles highlight the 'Program\*' field (with 'Friday Night Live' selected), the 'Setting\*' field (with 'School' selected), and the 'Is this a Roadmap Chapter?\*' field (with 'Yes' selected). A red arrow points from the 'Is this a Roadmap Chapter?\*' field to the text below. The 'School/Organization Information' section includes dropdown menus for 'County\*' (ALPINE), 'School District\*' (Alpine County Unified), and 'School\*' (Alpine County Secondary Community Day). It also has text input fields for 'Advisors\* First Name\*' (Bob), 'Last Name\*' (Smith), 'School/Organization Name\*' (Alpine County Secondar), and 'Address #1\*' (43 Hawkside Drive). A 'Remove' button is visible in the top right of the section.

Check **"Yes"** for **Roadmap Chapters** only. This will allow the Roadmap specific data fields to appear in the Single and Recurring Service reporting screens and categorize the data into Roadmap specific reports.

For **School** settings, drop-down menus will appear to choose the County, School District and School. Private, Charter and Alternative Schools may not be contained in the drop-down menus. For these, choose "Other" and enter in the information. For **Community** settings (Youth Council, Regional Chapter, Countywide, etc.) input the County FNL office contact info to complete the Chapter Profile. Fill in the **Advisor's name, Telephone # and Email Address**. Note: If Advisors will be entering data into CalOMS Pv they MUST be set up as **Staff/Users** in the **Administration** module then provided with a User Id, Password and 6-digit Provider ID Number.

Complete the remainder of the Chapter Information and click on **SAVE**.

Note: Many counties create a separate program titled **FNL Countywide**. This is used mostly by the FNL Coordinators when they are engaging in countywide planning and preparation for a new fiscal year's services. A FNL Chapter Profile must be filled out for this program also or the data **WILL NOT** be recognized as FNL data and will be excluded from all the FNL specific

reports. Select **Community** as the Setting and use the address of the primary county FNL office.

The screenshot shows the 'Chapter Information' section of the form. It includes a text input field for 'Estimated percentage of Active/Core Members exposed to high-risk or under-served environments\*' with the value '40' and a '%' symbol. Below this is a question: 'What languages, in addition to or other than English, are spoken by the young people and their families?' with checkboxes for 'Spanish', 'Chinese', 'Hmong', 'Vietnamese', and 'Other'. The next question is 'Does the chapter membership reflect the gender and ethnic/cultural composition of the broader school population?\*' with three radio button options: 'Yes, my chapter has the same racial and ethnic diversity of the broader school population.', 'No, my chapter is more racially and ethnically diverse than the broader school population.', and 'No, my chapter is less racially and ethnically diverse than the broader school population.'. Below this is another question: 'Will this chapter partner with any other groups?\*' with radio button options for 'Yes' and 'No'. The final section is 'Please indicate which groups:\*' with checkboxes for 'Other Youth Groups', 'Parents', 'Law Enforcement', 'Community Members', and 'Other Partners'.

## IDENTIFYING GROUPS AS A SUMMARY

To **IDENTIFY** a **GROUP** GO to **IMPLEMENTATION, PROGRAM MANAGEMENT, IDENTIFY GROUPS.**

Select the Program and click on **ADD GROUP**. A + symbol next to a Program name indicates that Groups have already been created. Click on the + symbol to see the Groups.

### Shorthand List

#### Identifying Groups

1. Implementation tab
2. Program Management
3. Identify Group
4. Select the Program
5. Add Group
6. Program type + Gen Mem OR Leaders + Roadmap for RM Chapters
7. Complete the form
8. SAVE

### Groups for General Members

Create one Group comprised of all the chapter members. Name the Group starting with the acronym **FNL (or CL or FNLK) + General Members**. Include "RM" for Groups linked to Roadmap Chapters. Enter a Group Description and select the **Group Summary** tab. Creating Groups as a summary is the quickest and most sites do it this way.

Individual Group Summary

Warning: When switching tabs, entered information will be lost.

Estimated/Actual ☐ Estimated ☒ Actual

Number of Participants

**Participants By Race/Ethnicity**

White not Hispanic <input type="text"/>	Native Am or Alaska Native <input type="text"/>
Asian or Asian American <input type="text"/>	African American <input type="text"/>
Native Hawaiian or Pacific Islander <input type="text"/>	Multiracial or Multiethnic <input type="text"/>
Hispanic or Latino <input type="text"/>	Other <input type="text"/>

Specify Other

**Participants By Gender**

Male <input type="text"/>	Female <input type="text"/>
Other <input type="text"/>	

**Participants By Age Group**

Under 5 <input type="text"/>	5 to 11 <input type="text"/>
12 to 14 <input type="text"/>	15 to 17 <input type="text"/>
18 to 20 <input type="text"/>	21 to 25 <input type="text"/>
26 to 44 <input type="text"/>	45 to 64 <input type="text"/>
65 and over <input type="text"/>	

Enter the demographic information for the Group. Click **Save**. As new participants join the chapter, increase the demographics for the Group accordingly. The number of participants in a Group cannot be decreased. Even if an individual engages in only one chapter meeting or activity, they are still considered the recipient of a service and are to be counted in the demographic totals.

Note: the **Group Summary** or **Individual** tab may be used when creating a new Group. However, the Group cannot be switched from a summary-type to an individual-type and vice-versa so ensure the correct type of Group is initially created.

## Groups for Leaders

It is not required to create a Leadership Group. However, many FNL Counties want to track the additional time and work that Leaders contribute to the chapter that is conducted separately from the General Member meetings and activities. The only way to do this is to create a separate Group for the chapter named Leaders using the following naming structure: **FNL (or CL or FNLK) + Leaders**. Include "RM" for Groups linked to Roadmap Chapters.

## IDENTIFYING GROUPS WITH INDIVIDUAL PARTICIPANTS

To track individual attendance by unique participant for chapter activities and meetings, Groups must be created using the Individual tab versus the Group Summary tab. Click on the

+ symbol next to "Add Participants" and check the box next to the names of the members of the chapter. If no names are listed or a name is missing, use the "Register Participants" option within the screen to quickly add a name to the list. A small screen will pop up. Fill in the fields and click on "Save". Click on "Save" in the main screen and the Group is now created.

Individual Group Summary

Warning: When switching tabs, entered information will be lost.

Participant List ☒ Register Participant

**Add Participants**

☐ Check All

<input type="checkbox"/> Allen, Andrew A	<input type="checkbox"/> gone, dog	<input type="checkbox"/> sa, ma
<input type="checkbox"/> ba, na n	<input type="checkbox"/> Jimbo, Kool R	<input type="checkbox"/> Smith, Bob M
<input type="checkbox"/> Bopeep, Little N	<input type="checkbox"/> Johnson, Joe	<input type="checkbox"/> smith, joe s
<input type="checkbox"/> bu, ab	<input type="checkbox"/> Liu, Shirley	<input type="checkbox"/> Smith, Susie I
<input type="checkbox"/> bu, ad	<input type="checkbox"/> Lorilla, Bob B	<input type="checkbox"/> Smores, Sallie M
<input type="checkbox"/> Ca, Cy	<input type="checkbox"/> Lyttle, Robert	<input type="checkbox"/> Smythe, Dominic C
<input type="checkbox"/> ci, la	<input type="checkbox"/> man, bob d	<input type="checkbox"/> Squirrel, Sandy J
<input type="checkbox"/> ck, lt o	<input type="checkbox"/> pt, pn o	<input type="checkbox"/> Toledo, Summer
<input type="checkbox"/> Contrary, Mary	<input type="checkbox"/> ra, pe	

Save

General Information

\* Indicates Required Field

First Name\*  Middle Initial

Last Name\*  Gender\*

Birth Date\* (mm/dd/yyyy)  ?

Race/Ethnicity\*

Status\*

There is one other way to identify individual participants. It is done in **IMPLEMENTATION, PROGRAM MANAGEMENT, IDENTIFY PARTICIPANTS**. This option provides the full “Identify Participant” screen with many optional fields for contact information, etc. that are not included when using the quick registry option described above.

The screenshot shows the 'Implementation' tab selected in the top navigation bar. Below the navigation bar, the 'Identify Participants' link is circled in red. The interface also shows links for 'Identify Programs', 'Identify Groups', 'Report Single Services/Activities', 'Recurring Services/Activities Management', and 'Search Services'.

### Shorthand List Identify Participants

1. Implementation tab
2. Program Management
3. Identify Participants
4. Add OR Select Participants
5. Complete the form
6. SAVE

Click **ADD** to create a new participant or click on “Select” next to a name to view or edit the information.

The screenshot shows the 'Identify Participants' screen. The 'Add' button is circled in red, and a red arrow points to it from the text above. The screen displays a table of participants with columns for 'First Name', 'Last Name', and 'Status'. Each row has a 'Select' button next to the first name.

	First Name	Last Name	Status
Select	Andrew	Allen	Active
Select	na	ba	Active
Select	Little	Bopeep	Active
Select	ab	bu	Active
Select	ad	bu	Active
Select	Cy	Ca	Active
Select	la	ci	Active
Select	lt	ck	Active

Complete the participant information and click on **SAVE**. Reminder – only the fields with the dark yellow border are required. The fields with a black border are optional and can be left blank.

Assessment Capacity Planning Implementation Evaluation Reports Administration Knowledge Base/Support

Program Management | Report Single Services | Recurring Services Management | Search Services | Service Review

**Identify Participant**

Cancel Save Delete

Print

Indicates Required Field

**General Information**

First Name\* Andrew Middle Initial A

Last Name\* Allen Gender\* Male

Birth Date\* (mm/dd/yyyy) 06/01/1998

Race/Ethnicity\* Native Hawaiian or Other Pacific Islander

Status\* Active

FNL Mentoring Type Please Select For FNL Mentoring Participants Only

**Additional Information**

First Language Please Select Second Language Please Select

**Contact Information**

Address

The final step is to add the new participant to a Group. Click on the + symbol next to **ADD PROGRAM--GROUPS**.

**Program--Groups Assignment**

+ Add Program--Groups

☒ Check All

☒ FNL Best County Youth Council--Youth Council Group

☒ FNL Exeter Roadmap--FNL Exeter RM Leaders

☐ FNL Foothill HS KHSD--Foothill Leadership Group

☐ FNL Foothill/Fairfax Project ALERT--FNL Mentors and Proteges

☐ FNL Foothill/Fairfax Project ALERT--FNL Mentors Only

All the Groups created with individual participants will be listed. Check the box next to the appropriate Group and click on **SAVE** in the top left of the screen.

**NOTE:** If the Group name does not show up in the list, it was created using the **Summary** tab instead of the **Individual** tab. There is no way to change the type of group from summary to individual or vice versa.

## REPORTING FNL CHAPTER ACTIVITIES

Changes have been made in regards to which FNL activities should be reported as Recurring Services versus Single Services. In summary, all FNL Chapter activities involving the chapter members should be reported as Recurring Services. In the past, predominantly only the chapter meetings were being reported as Recurring Services and many of the other chapter activities were being reported as Single Services. There was no conformity across the counties, FNL Chapter members were being duplicate counted many times over and it was difficult to follow the flow of chapter activities in the CalOMS Pv data because they were split between the Single and Recurring Services reporting areas.

Single Services are appropriate for planning and collaborating activities carried out by the FNL Coordinator or Advisors. They are also needed when a chapter engages in an activity that is viewed as delivering a service to individuals outside of the chapter members. An example would be an interactive Classroom Educational Service or an Alternative Activity that the chapter planned and sponsored. In those cases, it would be appropriate to report the persons served by the chapter. As always, direct any questions to the CFNLP or the CalOMS Pv Help Desk.

Additionally, refer to the *CalOMS Pv Changes and Updates Desk Reference* document dated July 2012. This is the two-sided laminated document that was disseminated at the July 2012 FNL Training Institute. It is also available on the FNL web-site @ [www.fridaynightlive.org](http://www.fridaynightlive.org) and in the CalOMS Pv Library. Following is an excerpt:

**#4. Strategies: Single Service vs Recurring Service** – *In the past, all activities outside of regularly scheduled chapter and leadership team events were to be entered as **Single Services**. Because that does not accurately reflect how chapters function, the California Friday Night Live Partnership, (CFNLP), The California Friday Night Live Collaborative Leadership Team (CFNLC--LT) and the Department of Alcohol and Drug Programs (ADP) has determined that all **chapter activities that are entered under the same objective are entered as a Recurring Service**. A Recurring Service is defined by “the who” (chapter members) not where the service occurs or what the service is. Single Services would still be utilized for such things as meeting with prospective chapter partners, advisor trainings, etc. and would be entered using the **FNL County Wide** program.*



## IDENTIFY RECURRING SERVICES

The types of RECURRING SERVICES must be **identified** before the activities can be reported. Go to the **IMPLEMENTATION** tab, **RECURRING SERVICES MANAGEMENT**, **IDENTIFY RECURRING SERVICES**.

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Program Management | Report Single Services | Recurring Services Management | Search Services |

Service Review

**Implementation**

Video Manual

Hide Page Info

**Program Management**

This module is used to identify programs, create groups and register individual participants.

**Report Single Services/Activities**

This module is used to report one-time services or activities.

**Recurring Services/Activities Management**

This module is used to identify manage recurring services or activities. Recurring services/activities must be identified (Identify Recurring Services/Activities) before any service may be reported (Report Recurring Service/Activity).

**Identify Recurring Services/Activities**

**Report Recurring Services/Activities**

**Search Services**

This module is used to quickly search for previously input services/activities by date of service or service ID number.

### Shorthand List Identify Recurring Services – FNL Roadmap

1. Implementation tab
2. Recurring Services Management
3. Identify Recurring Services
4. Add
5. Complete the form
6. SAVE

Click on **ADD** to create a new type of Recurring Service **OR** click on “Select” to edit the existing type of Recurring Service formerly named FNL Chapter Meetings to now be named **“FNL Chapter Activities.”**

Assessment Capacity Planning Implementation Evaluation Reports Administration Knowledge Base/Support

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Service Review

**Identify Recurring Services/Activities List**

Video Manual

Hide Page Info

**Add**

Advanced Search

Click on any column heading to sort

	Title	Description	Status
Select	FNL/CL/FNLK Chapter Activities	FNL/CL/FNLK Chapter meetings and activities.	Active
Select	FNLM Mentor Only Preparation Activities	FNLM Mentor preparation/activities such as Mentor prep for this week's activity or other meeting where just the Mentors participate.	Active
Select	FNLM Sessions	Weekly mentoring sessions	Active

Excel Word



Edit the existing information or add new information as follows:

The screenshot shows a web application interface for 'Identify Recurring Service/Activity'. The top navigation bar includes tabs for Assessment, Capacity, Planning, Implementation, Evaluation, Reports, Administration, and Knowledge Base/Support. Below this, a breadcrumb trail shows 'Program Management > Report Single Services > Recurring Services Management > Search Services | Service Review'. The main form area is titled 'Identify Recurring Service/Activity' and includes a 'Hide Page Info' button. A red circle highlights the 'Save' button in the left sidebar. The form fields are as follows:

- Service/Activity Title\*** (60 characters max): FNL/CL/FNLK Chapter Activities
- Service/Activity Description\*** (456 characters left): FNL/CL/FNLK Chapter meetings and activities.
- Select County-Assigned Objective\***: Increase opportunities for skill building and leadership and advocacy among FNL youth in grades 4 - 12 from 10% to 15%.
- CSAP Strategy\***: Service Code 14 - Alternatives
- Service Delivered\***: Youth/Adult Leadership Activities
- Primary IOM Category\***: Universal

Service/Activity Title: **FNL Chapter Activities**

Service/Activity Description: **FNL/CL/FNLK Chapter meetings and activities.**

Select County-Assigned Objective – **Select the County assigned objective**

CSAP Strategy: **Alternatives**

Service Delivered: **Youth/Adult Leadership Activities**

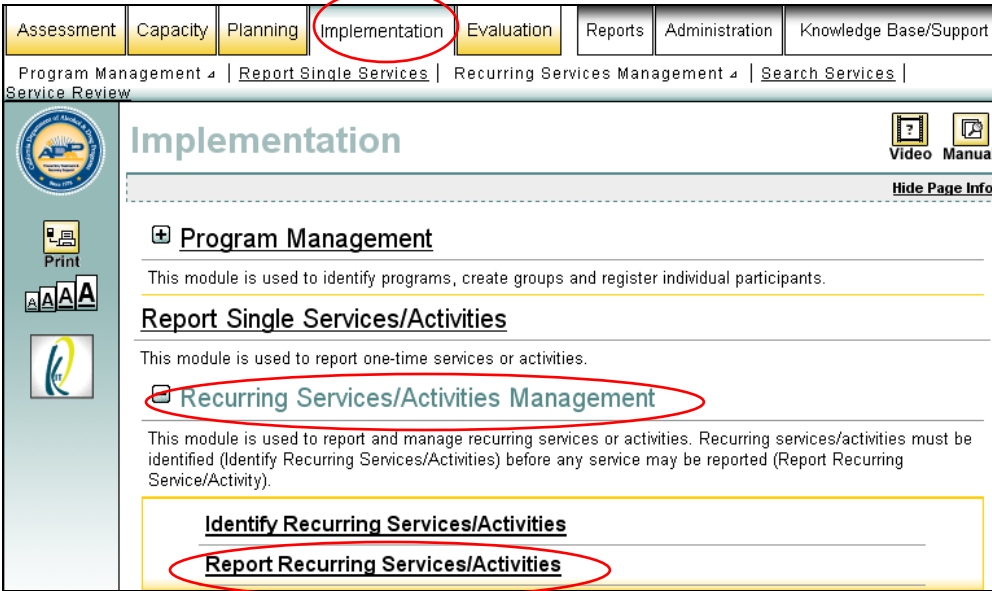
Primary IOM Category: **Universal**

Status: Defaults to **Active**

Click on **SAVE**.

## REPORT RECURRING SERVICES

To report Recurring Services, click on the **IMPLEMENTATION** tab, **RECURRING SERVICES MANAGEMENT**, and **REPORT RECURRING SERVICES**.



**Shorthand List**  
**Report Recurring Services – FNL Roadmap**

1. Implementation tab
2. Recurring Services Management
3. Report Recurring Services
4. Add New Group Series
5. Complete the form
6. SAVE

The **Report Recurring Services/Activities** page will list all of the types of Recurring Services that have been identified. Find the type of Recurring Service named FNL Chapter Activities. A + symbol next to the type of Recurring Service indicates that activities have already been reported. Click on the + symbol to see which chapters have already reported activities. To report the first activity for a chapter, click on **Add New Group Series**.



A new **Report Recurring Services** screen will open. Select the **Program/Chapter** from the "Program" drop-down menu and then select the corresponding **Group** from the next drop-down menu. Only Programs with Groups will appear in the drop-down menu so ensure all of the Groups are created before attempting to report any Recurring Services.

Some of the information in the screen will be pre-populated from the Identify Recurring Services area. Fill in the **Service Date**, **Duration of Service/Activity**, **Service/Activity Location** and **Service Population**.

Both **Demographic** and **Non-Demographic Information** can be reported. The **Demographic** information was entered when the type of Recurring Service was created. Non-Demographic information is reported by clicking on **Add Non-Demographic Information**. Using the non-demographic reporting screen is the only way to capture the Information Dissemination, Community-Based Process or Environmental Strategy activities the chapter is engaging in.

Service Delivered\* Youth/Adult Leadership Activities

Primary IOM Category\* Universal ?

Group Series Status\* Active

Service Date\* (mm/dd/yyyy) 07/30/2012

Duration of Service/Activity\* 0 hours 45 minutes

Service/Activity Location\* School Site - High School

You must Add Service Population\* (pop-up)  
1 service population item(s) selected.

You may Add Non-Demographic Information (pop-up)

FNL Roadmap Module\* Please Select

Group Attendance:

You may

Module 1 - Capacity  
Module 2 - Assessment  
Module 3 - Planning  
Module 4 - Implementation  
Module 5 - Evaluation

This field is required to save the form!

Roadmap Chapters have access to a drop-down menu with the 5 planning modules listed. Select the correct module for the activity being entered (refer to the Roadmap Guide for help). If the Roadmap Module drop-down menu is not showing, go back to the **Chapter Profile** in Identify Program in the Program Management area and click "Yes" where it asks "Is this a Roadmap Chapter?".

## Tracking Group Attendance

When reporting Recurring Services for a Program-Group series that was created using the Group Summary tab, enter the number of participants who actually attended the activity in the **Group Attendance** box.

Print

CSAP Strategy\* youth in grades 4 - 12 from 10% to 15%.

Service Delivered\* Service Code 14 - Alternatives

Primary IOM Category\* Universal ?

Group Series Status\* Active

Service Date\* (mm/dd/yyyy) 07/30/2012

Duration of Service/Activity\* 0 hours 45 minutes

Service/Activity Location\* School Site - High School

You must Add Service Population\* (pop-up)  
1 service population item(s) selected.

You may Add Non-Demographic Information (pop-up)

FNL Roadmap Module\* Please Select

Group Attendance: 8 ?

You may Track Staff Hours (pop-up)

Notes: ?

ROADMAP  
Training on using the Retail Observation survey. Survey includes alcohol, tobacco, safety and food types.

For Groups created using the Individual tab, click on **Track Group Attendance**.

You must Add Service Population\* (pop-up)  
4 service population item(s) selected.

You may Add Non-Demographic Information (pop-up)  
0 non-demographic item(s) selected or have numbers reported.

You must Track Group Attendance (pop-up) Remove

4 individual(s) selected.

undefined

**Group Attendance**

Attendance at specific group events may be tracked from this screen. If a participants name is not included in the list, go to Program Management - Identify Participants and check to make sure the participant has been set up with a status set to "active".

☐ Check All

☒ Allen, Andrew ☒ Lorilla, Bob ☐ Toledo, Summer

☐ Jimbo, Kool ☐ Smores, Sallie

A new window will open listing all of the individuals in the Group. Check the names of the individuals that were present for the activity or meeting and click on "Save". To add an individual, go back to the **Identify Group** screen and use the Register Participant option to quickly add a missing member.

The **Tracking of Staff Hours** is optional unless the county has made it a mandatory feature. Click on the "Track Staff Hours" link. A new screen will open listing the names of staff that have been set-up as CalOMS Pv users. Input the appropriate time for one or more staff and click on "Save". Consult the funding county for direction on how to categorize staff hours into "Direct" or "Indirect" as many counties have different preferences on how they like the hours categorized.

Staff Name	Direct(hrs.)	Indirect(hrs.)
Buckle, Adrienne	0 hours 0 minutes	0 hours 0 minutes
Colson, Laura	0 hours 0 minutes	0 hours 0 minutes
Crabbs, Mister	0 hours 0 minutes	0 hours 0 minutes
Kool, Jim	0 hours 0 minutes	0 hours 0 minutes
Smith, Annie	1 hours 0 minutes	1 hours 30 minutes
Squarepants, Bob	0 hours 0 minutes	0 hours 0 minutes

## Notes for Recurring Services

You may **Add Non-Demographic Information** (pop-up)  
0 non-demographic item(s) selected or have numbers reported.

FNL Roadmap Module\*

Group Attendance:

You may **Track Staff Hours** (pop-up)  
0 people have time recorded.

**Notes:**

Notes are mandatory for each Recurring Service entry for Roadmap Chapters. Start the entry off with "Roadmap", hit the "enter" key and then provide a brief summary of the activity or meeting. Tell the story!

Some counties have made the Notes field required for all Recurring Service entries because they want to see the specifics of what is happening at each recurring session in the data. Even if the Notes field is left as an optional field, FNL Chapters are encouraged to use the Notes area. It really adds insight into what the chapter is doing and shows the progression of activities throughout the year. Remember to not input any names or personal information in the Notes field.

After all of the mandatory fields are completed, click on "Save" in the upper left side of the Report Recurring Service screen.

When reporting another event for this Program-Group series, click on the + symbol next to FNL Chapter Activities and then click on **Add New Event** next to the Program-Group series name. This will bring up the Report Recurring Services Screen. Fill in the required fields by following the directions noted above. The Service Population and Service Location will default to what was input in the first entry; however, they can be changed if needed.

## REPORTING SINGLE SERVICES FOR FNL ACTIVITIES

All chapter activities that involve the members of the chapter should be reported as Recurring Services. If a chapter delivers a service to a receiving audience of participants than it would be appropriate to report it as a Single Service and count the individuals that were served by the chapter. FNL Coordinator and Advisor meetings/trainings are Single Services. Preparation, planning and site coordination by FNL Coordinators/Advisors are also Single Services.

To **REPORT SINGLE SERVICES**, click on the **IMPLEMENTATION** tab, **REPORT SINGLE SERVICES**.

### Shorthand List Report Single Services

1. Implementation tab
2. Report Single Services
3. Add Single Service Event
4. Complete the form
5. SAVE

The Report Single Services/Activities screen will open. Click on **Add Single Service Event** to the right of the Program/Chapter name. A + symbol next to a Program/Chapter name indicates that Single Services have already been reported. Click on the + symbol to see the entries.

**Report Single Services/Activities**

Program Name: FNL Countywide

Select County-Assigned Objective\*: Reduce the rate of binge drinking by 3% among 12-20 year olds by 2013

Primary IOM Category\*: Universal

Service Date\* (mm/dd/yyyy): 07/24/2012

Duration of Service/Activity\*: 12 Hours 30 minutes

Service Population\*: Add Service Population (pop-up)  
2 service population item(s) selected.

Description\*: Countywide trip to Magic Mountain open to FNL members and non-members.

Service/Activity Location\*: Recreational Activity Site

You may Track Staff Hours (pop-up)  
0 people have time recorded.

Service Information\*

Choose the appropriate population(s) and try not to choose more than 5 per entry. Use the **General Population** option for community events.

Choose the appropriate location for the **Service/Activity Location** drop-down menu.

The **Tracking of Staff Hours** is optional unless the county has made it a mandatory feature. Click on the "Track Staff Hours" link. A new screen will open listing the names of staff that have been set-up as CalOMS Pv users. Input the appropriate time for one or more staff and click on "Save". Consult the funding county for direction on how to categorize staff hours into "Direct" or "Indirect" as many counties have different preferences on how they like the hours categorized.

Start off by entering a **County Assigned Objective, IOM Category, Service Date and Duration of Service**. Input a detailed service **Description**.

Click on the **Service Population** link and a new screen will open.

**Service Population**

Choose the most appropriate Service Population(s) for the service/activity being reported. Use the "General Population" category when appropriate rather than choosing a multitude of populations.

Save Cancel

- ☐ Adults
- ☐ Business and Industry
- ☐ Children of Substance Abusers\*
- ☐ Civic Groups/Coalitions
- ☐ College Students
- ☐ Delinquent/Violent Youth\*
- ☐ Economically Disadvantaged\*
- ☐ Elementary School Students
- ☐ Employee Groups/Unions
- ☐ Evaluator/Researcher
- ☐ Fire Professionals
- ☐ Gangs
- ☐ General Population
- ☐ Government/Elected Officials
- ☐ Health Professionals
- ☒ High School Students
- ☐ Homeowners Associations
- ☐ Law Enforcement/Military
- ☐ Lesbian/Gay/Bisexual/Transgender
- ☐ Local Municipal Agencies
- ☐ Media
- ☒ Middle/Jr High School Students
- ☐ Neighborhood Associations
- ☐ Older Adults
- ☐ Parents/Families
- ☐ People with Mental Health Problems\*
- ☐ Persons Using Substances\*
- ☐ Persons With Physical Disabilities\*
- ☐ Physical/Emotional Abuse Victims\*
- ☐ Pregnant Women/Teens\*
- ☐ Preschool Students
- ☐ Prevention/Treatment Professionals
- ☐ Professional/Trade Associations
- ☐ Property Managers
- ☐ Religious Groups
- ☐ Retailers
- ☐ Runaway/Homeless Youth\*
- ☐ School Dropouts\*
- ☐ Social Service Providers
- ☐ Teachers/Administrators/Counselors
- ☐ Voluntary/Fraternal Community Service
- ☐ Women and Children

Staff Name	Direct(hrs.)	Indirect(hrs.)
Buckle, Adrienne	0 hours 0 minutes	0 hours 0 minutes
Colson, Laura	0 hours 0 minutes	0 hours 0 minutes
Crabbs, Mister	0 hours 0 minutes	0 hours 0 minutes
Kool, Jim	0 hours 0 minutes	0 hours 0 minutes
Smith, Annie	1 hours 0 minutes	1 hours 30 minutes
Squarepants, Bob	0 hours 0 minutes	0 hours 0 minutes

You may Track Staff Hours (pop-up)

Service Information\*

You must add either Demographic AND/OR Non-Demographic Information

Add Demographic Service Information (pop-up)

Add Non-Demographic Service Information (pop-up)

Notes: 500 characters left.

The next step is to input **Demographic and/or Non-Demographic** data. Some services will be a combination of both. For services/activities that require counting the participants, click on the **Add Demographic Service Information** link. (Note: the Demographic and Non-located in the Library in the Knowledge

Notes are not necessary. Be specific in the Service Description.



Base/ Support module lists which strategies and services are demographic and which are non-demographic).

The **Service/Activity Demographics** screen will open. Select the appropriate **CSAP Strategy** and **Service Delivered** from the drop-down menus. Click on the **+** symbol next to **Add Summary Information**. Avoid using the *Add Groups* and *Add Individual Participants* options unless absolutely necessary for the service/activity as it will duplicate count the chapter members who have already been counted in the Recurring Service reporting area.

Service/Activity Demographics

CSAP Strategy\* Alternatives

Service Delivered\* Youth/Adult Leadership Activities

DO NOT DUPLICATE the count for the Group in the Summary section.

**+ Add Summary Information**

+ Add Groups

+ Add Individual Participants

Save Cancel

The demographic screen will expand. Input the total number served and the demographic breakdown of the participants and click on “Save”. The demographic screen will close and the main Single Service data entry screen will pop back up. Click on “Save” in the upper left of the screen or move on to report non-demographic activities

Service/Activity Demographics

CSAP Strategy\* Alternatives

Service Delivered\* Youth/Adult Leadership Activities

DO NOT DUPLICATE the count for the Group in the Summary section.

**+ Add Summary Information**

Number of Participants 4

Participants By Race/Ethnicity

White not Hispanic	1	Native Am or Alaska Native	0
Asian or Asian American		African American	1
Native Hawaiian or Pacific Islander	0	Multiracial or Multiethnic	1
Hispanic or	1	Other	0

To report non-demographic activities, click on the **Add Non-Demographic Service Information** link.

You may [Track Staff Hours \( pop-up \)](#)

**Service Information\***

You must add either Demographic AND/OR Non-Demographic Information

[Add Demographic Service Information \( pop-up \)](#)

**[Add Non-Demographic Service Information \( pop-up \)](#)**

Notes: ?

500 characters left.



The **Non-Demographic Service/Activity** screen will open. This is a very large screen (the picture below does not list all of the Environmental options) that lists multiple strategies with

**Non-Demographic Service/Activity**

Check a box and/or input a count and click on "Save". Being more than one strategy and service can be identified, please choose categories that best represent the service/activity being reported.

**Service Code 12 - Information Dissemination**

A/V Material Development	<input type="checkbox"/>	A/V Materials Disseminated	<input type="text" value="0"/>
Brochure/Pamphlet Development	<input type="checkbox"/>	Brochures/Pamphlets Disseminated	<input type="text" value="0"/>
Conference/Fair Planning	<input type="checkbox"/>	Conferences/Fairs Attended	<input type="text" value="0"/>
Curricula Development	<input type="checkbox"/>	Curricula Disseminated	<input type="text" value="0"/>
Health Fair/Promotion Planning	<input type="checkbox"/>	Health Fairs Attended/Promotions Conducted	<input type="text" value="0"/>
Media Campaign Development (other than Environmental Media Strategies)	<input type="checkbox"/>	Media Campaigns Conducted (other than Environmental Media Strategies)	<input type="text" value="0"/>
Newsletter Development	<input type="checkbox"/>	Newsletters Disseminated	<input type="text" value="0"/>
Printed Material Development	<input type="checkbox"/>	Printed Materials Disseminated	<input type="text" value="0"/>
Public Service Announcement Development	<input type="checkbox"/>	Public Service Announcements Aired	<input type="text" value="0"/>
Resource Directory Development	<input type="checkbox"/>	Resource Directories Disseminated	<input type="text" value="0"/>
Clearinghouse/Information Resource Center in Operation	<input type="checkbox"/>	Speaking Engagements	<input type="text" value="0"/>
Web Sites in Operation	<input type="checkbox"/>	Telephone/Walk-in Information Services	<input type="text" value="0"/>

**Service Code 14 - Alternatives**

Community Drop-In Center In Operation ☐

**Service Code 16 - Community-Based Process**

Assessing & Monitoring Services/Funding	<input type="checkbox"/>	Assessing Community Needs/Assets	<input type="checkbox"/>
Community Team Activities	<input type="checkbox"/>	Formal Community Teams (# of teams formed)	<input type="text" value="0"/>
Multi-Agency Coordination/Collaboration	<input type="checkbox"/>	Systematic Planning	<input type="checkbox"/>
Evaluation Services	<input type="checkbox"/>		

**Service Code 17 - Environmental Strategy**

**Compliance**

Surveillance	<input type="checkbox"/>	Compliance Checks (# of sites)	<input type="text" value="0"/>
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many services/activities within each strategy. This screen is where all of the Information Dissemination activities are reported and where most of the Community-Based Process and Environmental activities are reported. Check the appropriate box(s) and/or input a number into the appropriate field(s).

Click on "Save". The screen will close and the main Single Service reporting screen will pop back up. Click on "Save" in the main screen and the service/activity has now been saved in the system.

Reminder: only choose the most appropriate strategy(s) and services/activities and ensure the Service Description in the main screen supports the options chosen in this non-demographic screen.